

# Searching in the Spirit 2017

## REGISTRATION PROCEDURES FOR GROUP CONTACT PERSON

### **\*NEW THIS YEAR\***

**You will need the information from completed Participant and Leader forms before you can complete and submit the online group registration form.**

1. **Browse** the Searching in the Spirit information online at <http://www.rcav.org/youth-training/>
2. **Promote** the event to the youth in your parish or school
  - Fill in the contact person's name, contact information and registration deadline on the Event Brochure and Poster
  - Make copies of the Event brochure and the forms and distribute them to the youth
  - Display the colour poster (optional: make smaller posters too!) where the youth will see it
3. **Collect** the participants' information and fill out the [ONLINE GROUP REGISTRATION FORM](http://www.rcav.org/youth-training/)  
<http://www.rcav.org/youth-training/>
4. **Submit** your completed form (using the "Submit" button online) to Ministries and Outreach Office
  - The Ministries and Outreach Office will acknowledge receipt of your registration (including number of participants) within 5 business days.
5. **Receive** Registration Acknowledgement Email from the Ministries and Outreach Office which includes:
  - Invoice reflecting the fees you owe
  - Deadline for submission of fees (remember, your spots are not guaranteed until the Ministries and Outreach Office receives your fees)

**Please contact Faye McCreedy at [fmccreedy@rcav.org](mailto:fmccreedy@rcav.org) if you do not receive the Registration Acknowledgement Email within 3 working days of submission.**
6. **Send** us your fees (within 7 business days of the receipt of the Registration Acknowledgement Email).
  - You will only send us one cheque for your group made payable to the:  
**ROMAN CATHOLIC ARCHBISHOP OF VANCOUVER**
  - We cannot guarantee your group's spots until we receive full payment.  
(Priority is given to groups who have completed the registration form and have submitted the form and payment to the Ministries and Outreach Office.)
7. **Receive** Registration Confirmation Email once the Ministries and Outreach Office receives your fees which includes:
  - Your Complete Group summary (list of all your participants)
  - Receipt for fees paid
8. **Submit** all completed original copies of the permission and Camp Jubilee waiver forms and volunteer screening forms to the Ministries and Outreach Office at the dock on the day of departure.  
(Participants will not be allowed to depart from the dock to camp without completed original forms.)

**EARLY REGISTRATION DEADLINE:**  
**Friday, June 16, 2017 @ 4:30pm**

**All ORIGINAL Participant forms are to be submitted before departing for Searching in the Spirit on August 28, 2017.**